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# The City of Traverse City

## Office of the Clerk

GOVERNMENTAL CENTER  
400 Boardman Avenue  
Traverse City, MI 49684  
(231) 922-4480  
tcclerk@traversecitymi.gov



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Dear Liquor License Applicant:

Please read the following information carefully for an overview of the City's liquor license application process.

After you complete and submit a liquor license application to the City Clerk's Office, the city's review process begins. Our office will forward your application for review to various departments. Of these departments, the following may be in contact with you:

- Police Department - to conduct a complete investigation, including fingerprinting.
- Grand Traverse County Construction Code Office - the premises to be licensed will be inspected as required by the Director of this office.
- Fire Department - the premises to be licensed will be inspected by the Fire Marshal.

Upon approval from all necessary departments *on-premises applications will be placed on the appropriate City Commission agenda for final approval*; applicants will be notified of this meeting.

**Application Fee (only one fee is charged) All fees are to be paid in full upon submission.**

- Applications for *new on-premises* consumption; including Redevelopment Liquor Licenses, Full Transfer of Ownership. **\$540**
- Applications for *adding additional owners or transfer of location* of a liquor license for on-premises consumption. **\$300**
- Applications for new and transfer *off-premises consumption*. **\$170**
- Applications for *intermediary transfers where the license is being held in escrow* and will not be operated by the license recipient. **\$130**
- Applications for all other liquor licenses such as *requesting the addition of a co-licensee*. **Cost to be determined by staff's involvement.**

We recognize the importance of providing you with a response as quickly as possible – the City of Traverse City is committed to working with you diligently. Should you have any questions, please feel free to contact me.

Best wishes in your entrepreneurial endeavors, and thank you for choosing Traverse City!

Sincerely,

Benjamin C. Marentette, CMC  
City Clerk